

Planning Director – Trinity, pop. 6,614. Responsible for complex work in all planning functions including current & long range planning, zoning, subdivision and code enforcement. Assists with economic development & special projects. Provides support to & attends all Planning and Zoning Board of Adjustment meetings. Other nightly meetings may be required. Performs related duties as assigned. Technical & administrative skills required to enforce city codes. Ability to analyze, interpret, prepare & present oral and written reports. Position involves extensive public contact. Strong public relations skills required including excellent verbal & written communication. Ability to establish & maintain effective working relationships with staff, elected officials, other agencies and the general public. Requires thorough knowledge of state statutes, procedures, and requirements related to municipal land planning.

Other qualifications include strong GIS skills, must be proficient with all Microsoft Office software, some knowledge of web development and social media management. Must be willing to assist other departments with special projects as needed.

Min. requirements: Degree in planning, geography, or public administration from accredited college or university & 3 years experience in urban planning or related field or comparable work experience, AICP encouraged, physical ability to do inspections of properties, and valid NC Drivers License. Reports to City Manager. Starting salary 45,000 to 50,000 DOQ, plus benefits. Deadline: Applications accepted through July 10, 2015. Submit resume and cover letter to: City Manager, City of Trinity, PO Box 50, Trinity NC 27370 or email to cityhall@trinity-nc.gov.